

Jury System March/2005 Software Release Announcement

**STATE COURT ADMINISTRATIVE OFFICE
JUDICIAL INFORMATION SYSTEMS**

27777 Franklin Rd. Suite 1300
Southfield, Michigan 48034
(248) 352-8990

**Michigan Hall of Justice
925 West Ottawa Street
Lansing, Michigan 48909**

Contact: Circuit Court Team, Lansing: (888) 339-1547, option 3 or ccshelpdesk@courts.mi.gov

Release Highlights

- **One Step Mailing Process**

This is an alternative mailing process that was recently legislated. The legislation provides for the questionnaires and summonses to be mailed at the same time.

- **Jurors Qualification Questionnaire**

The revised Juror Qualification Questionnaire MC321a (6/04) is included in the release. If you print the 8x11 form, the release must be loaded prior to requesting questionnaires to print.

- **Attendance Feature**

Attendance can be recorded on the system to prepare random voir dire lists, feed the Voucher Process for payment calculations, and “no show” reporting.

- **Custom Summons**

A word processing document, with different fonts and bolding, can be imported into the jury system for your standard summons.

See the following pages for the details of the above and other enhancements.

Work with Jurors

- Edit Juror screen
 - A new occupation code has been added. Occupation codes are user defined from the Maintenance Menu. F4 prompting is available to list valid codes. The existing Employer/Occupation field may still be used.
- Edit Event screen
 - When modifying a summons (SUM) event created by the Summons Mailing process, the summons date and time will display. This date is used with the new attendance feature to determine “no shows”.
 - A new summons may be generated by changing the summons date and/or time on the event.
- Transfer Juror
 - This option is less restrictive when transferring a juror. Previously, the juror had to be assigned to a panel to be transferred.
 - A bar code option has been added when requesting a letter.

NEW: Juror Selection Menu – One Step Process (option 5)

- This is a new menu option to provide the alternate one step questionnaire/summons mailing process. Counties may continue to use the traditional two step mailing process or consider the one step process.
- The questionnaires are mailed with the summons which can result in lower mailing costs. However, the qualification process is shifted to the time the summonses are returned from jurors.

Juror Selection Menu – One Step Process (option 10)

Questionnaire Mailing (option 2)

- The 8x11 Juror Qualification Questionnaire, MC321a (6/04) revision, is included in this release.
- A Comment field has been added and has a default value of QST. To print a comment at the bottom of the Qualification Questionnaire, enter a letter code in the Comment field, otherwise, blank out this field. The first line of text from the letter code will print near the signature line of the Qualification Questionnaire. For example: **Please complete the questionnaires on the front and back of this form.**
- If you select both the Qualification Questionnaire and the Personal History Questionnaire to print at a duplex capable printer, the questionnaires will print in duplex (front and back).
- To test if your printer is duplex capable, press F21 to print the sample questionnaires.

Summons Mailing (option 5)

- The optional Trial Date field has been changed to required Report Date and Time fields.
 - The Date and Time entered is stored on the summons event and used with attendance to determine “no shows”.
 - The Date and Time can print on the summons. This is setup in the letter code from the Maintenance Menu.
 - The Date will still be compared to jurors’ excused dates to determine if a summons should be printed.
- When requesting a letter to print, a bar code option is provided. A summons printed with a bar code can be used to scan juror attendance.
- An option to print the Personal History Questionnaire has been added. Some district courts must send this with the summons.
- A custom summons can be printed.
 - Each court can develop their own summons using word processing which can contain different fonts, bolding, and graphics. JIS will convert and import this document into the jury system and attach it to a letter code. Contact JIS if you are interested in this feature.

Roll Call (option 7)

- An optional Separator Line has been added. If selected, a line will print between each juror.
- An option to print City has been added. This will print just the city name, not the entire address.
- If the Employer/Occupation is requested to print, the description of the new occupation code will print along with the existing employer/occupation text line.
- To print an attorney list, print the roll call list with the city and employer/occupation only.

Report Menu

Juror List Request (option 10)

Note: this option is used to re-generate a list, letter, or form. Use the appropriate menu option to generate the forms initially.

- When requesting a letter to print, a bar code option is provided. A summons printed with a bar code can be used to scan juror attendance.
- The 8x11 Juror Qualification Questionnaire, MC321a (6/04) revision, is included in this release.
- For the Qualification Questionnaire, a Comment field has been added and has a default value of QST. To print a comment at the bottom of the Qualification Questionnaire, enter a letter code in the Comment field, otherwise, blank out this field. The first line of text from the letter code will print near the signature line of the Qualification Questionnaire. For example: **Please complete the questionnaires on the front and back of this form.**
- If you select both the Qualification Questionnaire and the Personal History Questionnaire to a duplex capable printer, the questionnaires will print in duplex (front and back).

Financial Menu

Voucher Process (option 1)

- Request Screen
 - When creating voucher records, ½ days is not required when recording attendance on the system.
 - According to statute 600.1307a (3), “a person has served as a juror if that person has been paid for jury service.” As a result, everyone should use the SRV service code (SRV is setup as a service code if seen in the F16 Service Code prompt).
 - Display Sequence has been added to indicate in which sequence jurors will be displayed on the next screen.
- List Screen
 - If attendance is activated, this screen will automatically determine the ½ days of service based on unpaid days of attendance.

Voucher List (option 10)

- If creating the voucher export file, a unique file member name can be created for each court location. Courts currently using this feature do not have to change their process.

NEW: Attendance Menu

Check In/Out (option 1)

- The option allows attendance to be recorded on the system either by scanning a bar coded summons or selecting a juror from a list.
- The recorded attendance can feed the voucher process for automatic determination of ½ days of service.
- To record attendance by barcode scanning:
 - 1) Enter the appropriate date and time or press F10 to set to the current time.
 - 2) Indicate the appropriate check in/out flag (**In** or **Out**).
 - 3) Position the cursor in the System# field and scan the bar code from the summons.
 - 4) A confirmation screen is displayed. If the correct person is shown, press ENTER to record the attendance date and time. Press ENTER to confirm.
- To record attendance by selecting jurors:

- 1) Enter the appropriate date and time or press F10 to set to the current time.
- 2) Enter the term and/or panel of jurors to display and press ENTER.
- 3) Next to the desired juror, indicate the appropriate check in/out flag (**In**, **Out**, or 2 to change). Press ENTER to record the attendance.

Assign Jurors to Courtroom (option 3)

- The option allows a desired number of jurors to be randomly selected from the pool of attendees and assigned to a courtroom.
- Enter a courtroom, the desired number of jurors, enter Y if a courtroom list and/or random voir dire list is desired. Press ENTER to select the jurors and print lists.
- The random voir dire list can be a substitute for the visual draw in the court room.

Clear Jurors from Courtroom (option 4)

- The option allows a jurors to be removed from a courtroom and redeposited into the pool of available attendees.
- Enter the courtroom to clear and press ENTER to display the list of jurors. Press ENTER again to clear the jurors from the courtroom.

Reprint Courtroom Lists (option 5)

- The option allows for courtroom lists to be reprinted if necessary.
- Enter a courtroom and enter Y if a courtroom list and/or random voir dire list is desired. Press ENTER to reprint the lists. Note: the random voir dire list will be in a new random sequence.

No-Show Lists (option 6)

- The option allows for the court to follow up on jurors that do not show for jury duty. A list, letter, or labels may be generated.
- Jurors summoned for a date, but not in attendance are considered “no shows”.
- Enter the court, term, panel, appearance date, and indicate the type of output desired. Press ENTER to print the requested output.

Maintenance Menu

Counties and Courts (option 1)

- Edit Court Location
 - A voucher export file member name can be established by court location.
 - The Calc 1/2 days from Attendance flag must be set to Y for the Voucher Process to automatically calculate ½ days of service based on recorded attendance.
 - When using the attendance feature, ½ day and full day cutoff times must be established. If a juror serves past the ½ day cutoff time, the system will calculate 2-1/2 days. If a jurors serves past the full day cutoff time, the system will calculate 3-1/2 days.

Occupational Codes (option 7)

- Occupational codes are established to indicate general occupations for jurors. The codes may be entered for Jurors on the Edit Juror screen and can be printed on Roll Call, Courtroom and Random Voir Dire lists.

Courtrooms (option 8)

- Courtroom codes are established to assign jurors in attendance to a specific courtroom. See the attendance menu for details.

User Settings and Security (option 10)

- The new One Step Mailing and Attendance options will have separate security established for access. Your authority may need to be adjusted if you need access to these new features.

File Processing Menu

Import Jury List Diskette File (option 21)

- New file import options are available for district courts in Kent and Macomb counties. The Wayne County import has not changed.

Miscellaneous

Legislators are analyzing a possible increase to juror compensation for trials lasting more than ten days.